

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revision to the Professional and Scientific Classification System –
University of Iowa
Date: November 3, 2003

Recommended Action:

Approve the following revisions to Professional and Scientific Classification System at the University of Iowa.

Executive Summary:

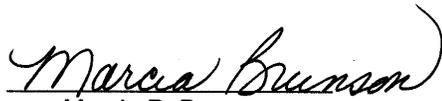
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| Policy Manual Requirement | <ul style="list-style-type: none">• <u>Regent Policy Manual</u> §4.03 requires that the changes to the institutional professional and scientific classification plans involving the addition, deletion or changes to titles or pay grades be approved by the Board prior to implementation. |
| Proposed Revisions | <ul style="list-style-type: none">• The University of Iowa is proposing pay grade changes for two existing classifications as detailed below. |
| State law on comparable worth | <ul style="list-style-type: none">• The pay grade assignment of the new classification has been made through application of the University's job evaluation instrument. This instrument, through a point factor system, evaluates classifications on skill, effort, responsibility and working conditions. This is done in compliance with the state law on comparable worth (Iowa Code <u>§70A.18</u>). |
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PAY GRADE CHANGE and TITLE CHANGE

TITLE	PAY GRADE	COMMENTS
<p><u>From:</u> Assistant to the President, Director of Affirmative Action and ADA Coordinator <u>To:</u> Assistant to the President, Director of Opportunity and Diversity</p>	<p><u>From:</u> Grade 16 (\$60,317 – \$109,746) <u>To:</u> Grade 18 (\$76,396 – no maximum)</p>	<p>The duties, scope, responsibilities, and complexity of this position have increased greatly since it was last reviewed. Additional duties and responsibilities of the position will include serving as the Title IX Coordinator, leading new equal opportunity and diversity initiatives and ensuring compliance with all federal and state laws. This position will also be responsible for leading and coordinating the University's efforts toward recruiting and retaining a diverse faculty, staff and students.</p>

PAY GRADE CHANGE

<p>Staff Benefits Specialist</p>	<p><u>From:</u> Grade 8 (\$34,759 - \$63,236) <u>To:</u> Grade 9 (\$37,608 - \$68,415)</p>	<p>The position duties and responsibilities have changed in the area of complexity and knowledge required. This position will now be responsible for determining eligibility for enrollment in supplemental retirement plans in accordance with IRS regulations. Additional duties will include monitoring new employee enrollment in the retirement plan and processing refunds. Monitoring the annual contribution to supplemental retirements plans to insure IRS compliance will be required.</p>
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 Marcia R. Brunson

Approved: 
 Gregory S. Nichols